

RESPONSIBLE MASTER PLUMBER DESIGNATION APPLICATION

REMINDER: This application (and many others) can be completed entirely online via the Online Licensing System. **Applications submitted online are processed and approved considerably faster than those sent via US Mail.** To login to your online account, go to: <https://vo.licensing.hpc.texas.gov>

Minimum Requirements to Become a Responsible Master Plumber:

- Applicant must be a Master Plumber in the State of Texas.
- Applicant's license must be current/not expired and not nearing renewal.
- Applicant's license must have no associated unpaid administrative fees or penalties.
- A completed Certificate of Insurance (COI) must be submitted with this application or via email (insurance@tsbpe.texas.gov). The insurance policy must meet the following minimum requirements:
 - The policy is written by an insurer authorized to engage in the business of insurance in Texas.
 - The policy provides for commercial general liability insurance for claims of property damage or bodily injury, regardless of whether the claim arises from negligence or an on-contract claim.
 - The policy provides coverage of at least \$300,000 for all claims arising in a one-year period.
 - The policy covers all types of plumbing that will be performed under the applicant's Master Plumber License, including if applicable, liquefied petroleum gas plumbing, medical gas plumbing, or multipurpose residential fire protection sprinkler plumbing.
- Applicant must submit the non-refundable RMP Designation application fee (\$225). See below for more details.

Certificate of Insurance: The most current COI is available on tsbpe.texas.gov under the "Forms" menu item. **Note: the TSBPE does not accept ACORD forms.** Applicants may submit their COI Form along with this application or via email (insurance@tsbpe.texas.gov). **The TSBPE does not accept COI Forms sent via fax.** Please make sure that all blanks are filled in and that the applicant's name, license number, and the name of the company the applicant will be RMP for are correct. **The applicant must have a current COI on file with the TSBPE at all times as the applicant will be the RMP of record for a company.**

Application Fee: The non-refundable RMP Designation application fee is \$225. Accepted forms of payment are: cashier's check, money order, personal check, company check or cash if paying in person. Make checks payable to "TSBPE".



DOES THE APPLICANT MEET THESE REQUIREMENTS?

If you're not positive that applicant has met the above listed requirements, please use the TSBPE's Public License Search to double check. The Public License Search allows you to check important information such as: COI status, completed training courses and renewal status. **Remember, the TSBPE does not process or approve incomplete applications.** Scan the code to the right with your phone or go to: tsbpe.texas.gov/find-a-license



TEXAS STATE BOARD OF PLUMBING EXAMINERS
929 E 41ST ST, AUSTIN, TEXAS 78751 ▪ 512-936-5200 ▪ tsbpe.texas.gov

RESPONSIBLE MASTER PLUMBER DESIGNATION APPLICATION

1. Date _____ ▶ Incomplete applications expire one year from receipt. (See instructions in #10, below)
2. Last name (Print) _____ First _____ M _____
3. Mailing address _____ City _____
4. State _____ Zip Code _____ Date of Birth _____ Age _____
5. Driver's License/ID No. _____ Social Security No. _____
Disclosure of applicant's social security number is required. Applicant's social security number is being solicited pursuant to Texas Family Code § 231.302 for use by the state's Title IV-D agency to assist in the administration of laws relating to child support enforcement under 42 U.S.C. §§ 601-617 and 651-669.
6. Texas Plumber License or Registration Rank and # _____
7. Telephone # _____ Email (Required) _____
8. Name and address of Plumbing Company where the applicant will assume the duties of RMP:

9. Has the applicant previously held the RMP Designation? ☐ Yes ☐ No
10. Each of the following items must be checked and submitted for the application to be considered complete. **Incomplete applications will not be processed.** Please submit all items at one time and in one envelope. **Allow up to 30 days for processing.** Once processed, the applicant's RMP status will be updated on the TSBPE's public license search (tsbpe.texas.gov/find-a-license). Please contact our insurance department directly with questions regarding this process: insurance@tsbpe.texas.gov / 512-936-5203.
☐ \$225 RMP Designation application fee (the fee is non-refundable)
☐ Copy of current Master Plumber license
☐ Signed Certificate of Insurance (available at tsbpe.texas.gov under "Forms")
11. **BY SIGNING BELOW, I TESTIFY THAT I UNDERSTAND THAT SUBMITTING ANY FALSE INFORMATION TO THE BOARD IS A CRIMINAL OFFENSE AND WILL ALSO RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING REVOCATION OF MY PLUMBING LICENSE OR REGISTRATION AND AN ADMINISTRATIVE PENALTY UP TO \$5,000.00.**

Signature of Applicant

TSBPE USE ONLY

Fee _____

Entity No. _____

Date Received _____

Date Processed _____